



# 2004 APPLICATION FORM ARTS ENDOWMENT GRANTS

*Please refer to the accompanying guidelines. You may complete this application by downloading the forms from:*

<http://www.stocktongov.com/arts>

I am applying as: ☐ Nonprofit Arts Organization  
☐ Unincorporated Arts Organization  
☐ Individual Artist/Arts Educator

Your Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Project Title: \_\_\_\_\_

Grant Amount Requested: \$ \_\_\_\_\_

## ***Certification***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name: \_\_\_\_\_

*I certify by my signature that I have reviewed all the information in this application and that it is accurate. I also certify that I am not a convicted felon. If this statement is not true, please attach an explanation.*

### ***Applicant Overview***

If you are applying as an organization, please provide a summary of your organization's mission, history, programs/activities, and current challenges/goals (2-page double spaced maximum).

If you are applying as an individual, please provide a summary of your artistic and/or educational career, including major accomplishments and artistic interests (2-page double spaced maximum).

### ***Project Description***

Please describe your project (3-page double spaced maximum). Be sure to present the strengths of your project in relation to the review criteria. In your description, it will presumably be valuable to address most or all of the following aspects of the project: the genesis of the project; the sense or value of the project; its goals; its activities; an overview of the project work plan and timeline; and how you will measure the success of the project.

### ***Project Outcomes***

Please describe what outcomes you expect to achieve with your project.

### ***Project Leader(s)***

Please briefly describe the qualifications of the project leader(s) and their role(s) in the project (1-page double spaced maximum). If you like, you may also attach a resume or bio for one or more of the leaders (1-page double space maximum each). If you are applying as an individual, you may have already presented your qualifications and role in the project in your responses above; if so, you may avoid duplication by simply cross-referencing that information.

### ***Project Budget***

Please provide a budget showing a breakdown of estimated income and expenses for your project. Identify the sources of matching funds and note any matching funds that are already raised or committed (1-page maximum).

### ***Organizational Financial Statements***

If you are applying as an organization, please attach a copy of the financial statements from your two most recently completed fiscal years (individual applicants do not need to submit a financial statement). If your organization does not have an audit, your financial

statement must include at least an income and expense statement, and a year-end balance sheet, for each year. If the organization has significant financial challenges, please attach a description and the organization's plan for addressing them. Please also state whether you personally or your arts organization has filed bankruptcy within the last ten years.

### ***Board of Directors and Officers***

If you are applying as an organization, please list the members of the board of directors and the officers and state their professional affiliations.

### ***Work Samples and Supporting Materials***

Please attach samples of your artistic work that will help the Commissioners understand the character and quality of your work. Samples may be VHS videotape, CD and DVD, all not to exceed 10 minutes, slides or a portfolio (if you have questions about an acceptable format, please contact staff). Attach a brief explanation of what the Commissioners will see or hear in your work samples, and how it might relate to your proposed project. Please cue the tape/CD appropriately, or indicate the order for viewing your slides/portfolio. All work samples and supporting materials become the property of the Stockton Arts Commission.

Please attach other supporting materials, such as reviews, brochures or sample programs, that will help the Commissioners understand the character and quality of your work.

### ***Application Submission Deadline and Address***

Fully completed applications must be mailed (a postmark deadline) or delivered by March 30, 2004, to:

City Clerk's Office  
Stockton City Hall  
425 N. El Dorado Street  
Stockton, CA 95202

Please contact staff at 209-937-7488 or [stknarts@ci.stockton.ca.us](mailto:stknarts@ci.stockton.ca.us) if you have questions.



## PROJECT REPORT ARTS ENDOWMENT GRANTS

*Please respond to the following questions on 1 – 2 pages. Your candid appraisal of your project is valuable to the Arts Commission in learning how to keep the grants program effective and how to best lead and advocate for the arts community.*

### ***Project Activities and Results***

Please describe your project and its results. Refer to the project description in your grant agreement and discuss what was actually done in relation to the project goals. Be candid about both successes and problems, and your understanding of what occurred and why. Be sure to include the location of your activities/events and the number of people served through the project, and comment on the composition of the audience/participants. Discuss how the project related to the larger context of your organization and/or artistic work. If relevant to your project, please discuss the artistic accomplishments of your project and their significance; the results of collaborations; and changes in organizational capacity related to the project.

### ***Financial Report***

Please provide a report showing the summary breakdown of project income and expenses. Within the project income, identify the Arts Endowment grant and the matching funds.

### ***Observations and Suggestions***

What have you observed about Stockton's arts community, i.e., its characteristics, changes, or current needs? What suggestions do you have for addressing these issues, and/or for the Arts Commission?